



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

February 19, 2008

The Honorable Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVE DISTRIBUTION OF QUALITY IMPROVEMENT GRANTS TO CHILD CARE PROVIDERS PARTICIPATING IN THE STEPS TO EXCELLENCE PROJECT (ALL DISTRICTS) (3-VOTES)

JOINT RECOMMENDATION WITH THE POLICY ROUNDTABLE FOR CHILD CARE THAT YOUR BOARD:

1. Delegate authority to the Chief Executive Officer or his designee, to distribute quality improvement grants to eligible child care providers participating in the Steps to Excellence Project commencing upon approval by your Board through June 2009. The total of funds awarded will not exceed \$690,000 and will be distributed to licensed family child care home and center-based programs located in the Steps to Excellence Project pilot communities listed in Attachment I. These grants will be financed using County funds allocated to this project by your Board on December 12, 2006, and funds from the California Department of Education Child Care Staff Retention/Training Program contract. Grants will fund a variety of program improvements to benefit children and families.
2. Delegate authority to the Chief Executive Officer, or his designee, to prepare and execute child care provider agreements substantially similar to the proposed Sample Agreement (Attachment II, Attachment IV), and all documents on behalf of the County as may be deemed necessary to effectuate these quality improvement agreements and distribute grant monies. Approval as to form will be obtained from County Counsel prior to executing any agreements. The term of individual contracts will not exceed six months.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Delegate authority to the Chief Executive Officer or his designee, to prepare and execute amendments as may be needed to implement the quality improvement agreements and distribute grant monies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 12, 2006, your Board adopted a motion authorizing the Office of Child Care (OCC) to implement the Steps to Excellence Project (STEP), a voluntary Child Care Program Quality Rating System for Los Angeles County developed by the Policy Roundtable for Child Care. In addition to assessing the quality of care offered to children, STEP is also intended to create incentives and mobilize resources so that licensed centers and family child care home providers are prepared to meet STEP quality standards. STEP quality improvement grants are such an incentive. These grants are a one-time only award offered to child care providers upon their enrollment in STEP.

STEP grants will be used to fund quality improvements directly related to the six STEP quality standards: 1) Teacher/Child Relationships, 2) Learning Environments, 3) Identification and Inclusion of Children with Special Needs, 4) Staff Qualifications and Working Conditions, 5) Family and Community Connections, and 6) Regulatory Compliance with licensing requirements. A significant body of research has shown that these performance standards directly impact children's long-term outcomes and readiness for school.

Implementation of Strategic Plan Goals

STEP quality improvement grants support the County's strategic goals related to service excellence and children and families' well-being by making resources available to direct service providers such as child care centers and family child care homes. STEP grants also support the Child Care Planning Committee's strategic goals related to Outcome Area I: Consistently High-Quality Child Care.

FISCAL IMPACT/FINANCING

STEP quality improvement grants totaling \$690,000 will be financed by California Department of Education (CDE) Child Care Staff Retention/Training Program one-time only funds (\$355,000) for state-subsidized child care programs and County funds (\$335,000) for unsubsidized child care programs. County funding was approved by your Board as part of the motion to fund the implementation of the STEP pilot adopted on December 12, 2006. In addition, a portion of County funds for the STEP pilot will be reserved for disallowed costs, to reimburse the CDE in the event that state-funded grantees fail to follow program guidelines.

All grants are under \$5,000. Individual grant awards will be determined after internal review of each quality improvement plan submitted. The distribution of funds to be expended across state-subsidized and non-subsidized child care programs is as follows:

CDE subsidized child care programs	51 percent	\$ 355,000
Non-subsidized child care programs	49 percent	\$ 335,000

FACTS AND LEGAL PROVISIONS

The OCC began implementing STEP in July 2007. OCC staff mailed over 2,400 notification letters advertising both the project and the opportunity to apply for STEP quality improvement grants directly to child care providers located in STEP pilot communities in July 2007. Application materials were posted on the County's OCC website. Additional outreach efforts included the implementation of over 20 STEP outreach sessions (September through October 2007), four STEP grant technical assistance workshops and a conference call (November 2007). All sessions were conducted in community-based venues in or near the pilot communities and sponsored in collaboration with local Child Care Resource and Referral agencies and municipal child care offices. Outreach session attendance totaled approximately 450 child care providers.

Providers interested in receiving a STEP quality improvement grant had to complete a STEP application form and a Quality Improvement Plan (Attachment III). Quality Improvement Plans included a narrative description of the proposed quality improvement activities, timeline, budget and proof of cost documentation. OCC staff applied a scoring matrix to review all proposals submitted and to determine final award amounts. Approximately 145 licensed child care providers have volunteered to participate in the STEP pilot to date.

All child care providers receiving STEP quality improvement grants will be required to submit a signed Agreement (Attachment II, Attachment IV), proof of general liability insurance and receipts verifying budgeted expenditures. Providers also will be required to maintain general liability insurance with limits of not less than \$100,000 per occurrence and \$300,000 annual aggregate; these limits were established to match the recommended minimum general liability insurance limits cited for providers in the state licensing regulations (Title 22 Section 102417 (m)). A 20 percent provider sample will be randomly selected and visited by OCC staff to verify that quality improvements were implemented as indicated on grant proposals. The Agreement also requires that Grantees return grant monies to the County should the County determine the specified improvements were not implemented in accordance with program guidelines. Every

provider will receive a STEP quality rating site visit. Rating results will track the efficacy of the quality improvements made and funds expended.

IMPACT ON CURRENT SERVICES

Approval of STEP quality improvement grants will make additional resources available to child care providers who are intent on improving the quality of their services. It will also provide program quality incentives to child care centers and family child care providers located within the STEP pilot communities who volunteer to join the STEP quality child care initiative.

CONCLUSION

Upon approval of this recommendation by your Board, the OCC will coordinate the processing of agreements with eligible STEP applicants, the distribution of payments, and monitoring of the implementation of the STEP quality improvement grants as described in this document.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer



DUANE DENNIS
Chair, Policy Roundtable for Child Care

WTF:MS
KH:KMS:HC

Attachments (4)

c: Auditor-Controller
County Counsel

ATTACHMENT I**CHILD CARE PROVIDER GRANTEE LIST**

Florence/Firestone	
Child Care Provider Name	BOS District
LAUSD Graham Early Education Center	1
LAUSD Miramonte Early Education Center	2
Florence-Firestone Child Care Center*	2
MAOF Child Care Center Preschool*	1
Salvation Army South Los Angeles Child Development Center*	2
Inglewood	
Child Care Provider Name	BOS District
Baker Family Child Care	2
Bice Family Child Care	2
Branch Family Child Care	2
Children's Enrichment Center	2
Ekeke Family Day Care	2
Franklin Family Child Care	2
Jenkins Family Child Care	2
Jireh Ministries Day Care	2
Trammel Family Day Care	2
Vera Family Child Care	2
White Family Child Care	2
Long Beach	
Child Care Provider Name	BOS District
Avelar Family Child Care	4
C. Williams Family Child Care	4
Catalla Family Child Care	4

Child Care Provider Grantee List
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Long Beach

Child Care Provider Name	BOS District
Clark Family Child Care	4
Cole Family Child Care	4
Cook Family Child Care	4
Crespo Family Child Care	4
Cunningham Family Day Care	4
D. Williams Family Child Care	4
Delgado Family Child Care	4
Duplantier Family Day Care	4
Em Family Child Care	4
Grantham Family Child Care	4
Habors Family Child Care	4
Heard Family Child Care	4
Herrera Family Child Care	4
Hill Family Child Care	4
Huot Family Child Care	4
Keo Family Child Care	4
Kim Family Child Care	4
Monroe and Campbell Family Child Care	4
Piper Family Child Care	4
Poole Family Day Care	4
Prum-Stroud Family Child Care	4
Rebblon Family Day Care	4

Child Care Provider Grantee List
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Long Beach

Child Care Provider Name	BOS District
Sar Family Child Care	4
Scott Family Child Care	4
Sesson Family Child Care	4
Such Family Child Care	4
Thomas Family Child Care	4
Yuth Family Child Care	4
Cultural Caboose 2 Baby Steps Child Care Center	4
Cultural Caboose Child Care Center	4
KIDZ R US Community Child Care Center Inc.	4
LBUSD Carmelitos Head Start	4
LBUSD Central Child Development Center	4
LBUSD Coronado Head Start	4
LBUSD Eighth Street Early Head Start	4
LBUSD Fourth Street Head Start	4
LBUSD Garfield Head Start	4
LBUSD Gaviota Head Start	4
LBUSD Job Corps Early Head Start	4
LBUSD Pacific Head Start	4
LBUSD Signal Hill Head Start	4
LBUSD Starr King Head Start	4
LBUSD Twelfth Street Head Start	4
LBUSD Willard Preschool	4

Child Care Provider Grantee List
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Long Beach

Child Care Provider Name	BOS District
Long Beach Day Nursery-East Branch	4
Long Beach Day Nursery-West Branch	4
Singing Fountain Preschool and Infant Care	4
YMCA Greater Long Beach 3rd Street Preschool	4
YMCA Greater Long Beach 70th Street Preschool	4
YMCA Greater Long Beach Creative Beginnings	4
YMCA Greater Long Beach Fairfield Preschool	4

Pacoima/Arleta

Child Care Provider Name	BOS District
Barrera-Perraza Family Child Care	3
Clark Family Child Care	3
Dr. Padita's Preschool	3
Hernandez Family Child Care	3
LAUSD Broadous Early Education Center	3
LAUSD Gluck Maclay Early Education Center	3
LAUSD Pacoima Early Education Center	3
LAUSD Telfair Avenue Early Education Center	3
LAUSD Vaughn Street Early Education Center	3
Perez Family Child Care	3
Piwowar Family Child Care	3

Palmdale

Child Care Provider Name	BOS District
Beginnings and Beyond Child Development Center	5

Child Care Provider Grantee List
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Palmdale

Child Care Provider Name	BOS District
Coronel Family Child Care	5
Cortez Family Child Care	5
Duobert Family Day Care	5
Gonzalez Family Child Care	5
Martinez Family Child Care	5
McNeal Family Day Care	5
Parisi Family Child Care	5
Richard Family Day Care	5
Servellon Family Day Care	5
Smith Diana L. Family Child Care	5
Smith Family Child Care	5

Pasadena

Child Care Provider Name	BOS District
Gunawardena Family Child Care	5
Krikorian Family Child Care	5
Lewis Family Day Care	5
Pasadena USD Jefferson Child Development Center	5
Pasadena USD Longfellow Child Development Center	5
Pasadena USD Washington Child Development Center	5
Pasadena USD Willard Child Development Center	5
Step by Step Early Learning Enrichment Center	5
Westminster Children's Center	5

Pomona

Child Care Provider Name	BOS District
Banks Family Child Care	1
Brathwaite Family Child Care	1
Cedillo Family Child Care	1
Frias Family Child Care	1
Mohammed Family Child Care	1
Ortiz family Child Care	1
Pomona USD Arroyo Child Development Center	1
Pomona USD Barfield Child Development Center	1
Pomona USD Emerson Child Development Center	1
Pomona USD Harrison Child Development Center	1
Pomona USD Kingsley Child Development Center	1
Pomona USD Lexington Child Development Center	1
Pomona USD Madison Child Development Center	1
Pomona USD Pueblo Child Development Center	1
Pomona USD San Antonio Child Development Center	1
Pomona USD Washington Child Development Center	1
Shining Star's Children's Center	1
Sousa Family Child Care	1

Santa Monica

Child Care Provider Name	BOS District
Beth Shir Sholom Early Childhood Center	3
Early Childhood Directions	3

Santa Monica

Child Care Provider Name	BOS District
Hill & Dale Family Learning Center (Infant/Toddler)	3
Hill & Dale Family Learning Center Preschool Discovery Center	3
SMMUSD Edison Child Development Center	3
SMMUSD Franklin Child Development Center	3
SMMUSD Grant Child Development Center	3
SMMUSD John Adams Child Development Center	3
SMMUSD John Muir Child Development Center	3
SMMUSD Lincoln Child Development Center	3
SMMUSD McKinley Child Development Center	3
SMMUSD Pine Child Development Center	3
SMMUSD Washington West Child Development Center	3
SMMUSD Will Rogers Child Development Center	3
St. Joseph Center	3
Fisher Family Day Care	3

Wilmington

Child Care Provider Name	BOS District
Happy Harbor Preschool*	4
New Harbor Vista Comprehensive Child Development Center*	4

*An asterisk denotes applicants that have indicated interest and intend to apply to the Steps to Excellence Project.

STEPS TO EXCELLENCE PROJECT (STEP)
QUALITY IMPROVEMENT GRANT AGREEMENT

Agreement No. #####
Fiscal Year 2007- 2008

For County Use Only

____ S08
____ NS08
____ NS09

Grantee Name: _____

Address: _____
Street City Zip Code

Name of Authorized Representative: _____ Telephone: () -

Child Care Provider Type: [] Family Child Care Home Social Security Number: - -
(select one)
[] Center Taxpayer Identification Number: _____

Quality Improvement Activities to be Satisfied: Refer to attached copy of STEP Quality Improvement Plan.

Grant Period: February 25, 2008 - June 30, 2008 Maximum Grant Amount: \$5,000.00

Proposed Expenditures: Refer to attached copy of STEP Mini-Grant Budget.

County Department: Chief Executive Office/Service
Integration/Office of Child Care
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

County Project Director: Kathleen Malaske-Samu Phone No.: (213) 974-2440

County Project Specialist: Helen E. Chavez Phone No.: (213) 893-0505

GRANTEE hereby agrees:

1. The signatory to this Grant Agreement has the power and authority to execute this Quality Improvement Grant Agreement ("Agreement") on behalf of the GRANTEE.
2. The Terms and Conditions, STEP Quality Improvement Plan, and STEP Mini-Grant Budget are attached hereto and incorporated by this reference. Together with this Grant Agreement, these documents constitute the complete and exclusive statement of understanding between the COUNTY and the GRANTEE which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this Agreement.
3. GRANTEE has read the attached Terms and Conditions and agrees thereto.
4. STEP Mini-Grant funds shall be used for the quality improvements specified in the attached STEP Quality Improvement Plan and shall be expended according to the attached STEP Mini-Grant Budget by May 1, 2008. Any unused funds shall be returned at the end of the Grant Period. Grantee shall have no claim against County of Los Angeles ("COUNTY") for payment of any money or reimbursement, of any kind whatsoever, after the expiration or other termination of this Agreement.
5. Supporting documentation verifying budgeted expenditures shall be submitted by June 1, 2008.
6. Financial and program records relevant to STEP shall be maintained for 5 years.
7. COUNTY reserves the right to evaluate Grantee's compliance with all terms and conditions and to monitor the implementation of the STEP Quality Improvement Plan.
8. Funding of this Grant Agreement is contingent upon the availability and appropriation of funds.
9. COUNTY does not have an insurable interest in nor will COUNTY hold title to any equipment and supplies purchased by GRANTEES with grant funds, and that Grantees are not acting as service providers to or agents of the County.

STEPS TO EXCELLENCE PROJECT (STEP)
QUALITY IMPROVEMENT GRANT AGREEMENT

Agreement No. #####

Fiscal Year 2007- 2008

IN WITNESS WHEREOF, Grantee has executed this Grant Agreement, or caused it to be duly executed by its duly authorized representative, and the County of Los Angeles, by order of its Board of Supervisors, has caused this Grant Agreement to be executed on its behalf by the Chief Executive Officer.

COUNTY OF LOS ANGELES

GRANTEE

By _____
WILLIAM T FUJIOKA
Chief Executive Officer

By _____
GRANTEE NAME/SIGNATURE
GRANTEE TITLE

DATE

TAXPAYER IDENTIFICATION NUMBER

APPROVED AS TO FORM:
RAYMOND G. FORTER, JR.
County Counsel

By _____
BRANDON NICHOLS
Senior Deputy County Counsel

TERMS AND CONDITIONS

1. GRANT AMOUNT

The COUNTY shall award the GRANTEE the monetary amount identified on the Grant Agreement form, page one, as full and complete compensation for the Quality Improvement Activities to be satisfied.

2. INDEPENDENT CONTRACTOR

The GRANTEE shall perform all activities included in this Agreement in an independent capacity and neither GRANTEE nor GRANTEE'S employees shall be considered as employees of the COUNTY or the State of California. This Agreement is by and between the GRANTEE and the COUNTY and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association, between the COUNTY or the State of California and the GRANTEE.

3. ASSIGNMENTS AND SUBCONTRACTS/SUBGRANTS

The GRANTEE may enter into subcontracts/subgrants for activities for portions of this Agreement only as specified in the attached STEP Quality Improvement Plan. All appropriate provisions and requirements of this Agreement shall apply to the subagreement/subgrant. The GRANTEE shall be held responsible by the COUNTY for performance of any subcontractor or subgrantee.

4. INDEMNIFICATION

GRANTEE agrees to indemnify, defend and hold harmless the COUNTY and the State of California, their agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with GRANTEE'S implementation of the STEP Quality Improvement Plan, operations or services hereunder, including any workers' compensation suits, Federal Fair Labor Standards Act wage and hour law violations, liability, or expense, arising from or connected with activities performed by or on behalf of GRANTEE by any person pursuant to this Agreement. This indemnification provision shall survive the expiration of the Agreement.

5. INSURANCE

Without limiting GRANTEE'S indemnification of COUNTY, the GRANTEE shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the COUNTY and evidence of such programs satisfactory to the COUNTY shall be delivered to County Project Specialist on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that COUNTY is to be given written notice at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate. All such insurance shall be primary to and not contributing with any other insurance or self-insurance maintained by County. GRANTEE shall add the COUNTY as additional insured to GRANTEE'S general liability insurance policy.

A. General Liability:

Liability insurance covering injury to clients and guests in the amount of at least one hundred thousand dollars (\$100,000) per occurrence and three hundred thousand dollars (\$300,000) in the total aggregate, sustained on account of the negligence of GRANTEE or its employees.

B. Workers' Compensation:

A program of Workers' Compensation Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of GRANTEE and all risks to such persons under this Agreement. GRANTEES without employees shall sign a statement to that effect.

6. RECORDS RETENTION AND INSPECTION

Within ten (10) days of County Department Director's or his/her designee's written request, GRANTEE shall allow COUNTY access to financial and program records during regular business hours at any place GRANTEE keeps those records.

7. CONFLICT OF INTEREST

GRANTEE covenants that neither the GRANTEE nor any of its agents, officers, its employees, or sub-grantees who presently exercise any function of responsibility in connection with the program has personal interest, direct or indirect, in the Agreement, except to the extent he

may receive compensation for his or her performance pursuant to this Agreement.

GRANTEE, its agents, officers, employees, and sub-grantees shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest.

8. ASSURANCES

The GRANTEE assures that:

A. Authority:

It possesses legal authority to execute the proposed quality improvements, that a resolution, motion, or similar action has been fully adopted or passed, as an official act of the GRANTEE'S governing body, authorizing receipt of the funds, and directing and designating the authorized representative(s) of the GRANTEE to act in connection with the program specified and to provide such additional information as may be required by the COUNTY.

B. Civil Rights:

GRANTEE shall abide by the provisions of the Title VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e (17), (P.L. 88-353), the Fair Employment and Housing Act, California Government Code Section 12900 et seq., and all applicable Federal and State laws, rules and regulations prohibiting discrimination under any program activity or employment for which GRANTEE received funding under this Agreement.

C. Prohibited Actions:

GRANTEE agrees not to engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The GRANTEE agrees to comply with the provision of the Federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 97-35, as amended, which limits political activity of employees, and with Public Law 101-121 (31 U.S.C. Section 1352) which prohibits use of Federal funds to influence the award of Federal contracts or grants.

D. OSHA/CAL-OSHA Compliance:

GRANTEE shall comply with the provisions of the Occupational Safety and Health Act of 1970 (29 U.S.C. 661 et seq.) and the California Occupational Safety and Health Act (Chapter 993 of the 1973 Statutes of California).

9. SUSPENSION AND TERMINATIONS

The GRANTEE agrees to suspend quality improvement activities for a period not to exceed ten (10) business days effective immediately upon written notice of suspension from the County Project Director. This provision will be applied if, in the judgment of the County Project Director, circumstances exist which could result in illegal or inappropriate expenditures of program funds.

The County Department Director or his/her designee may terminate this Agreement immediately by written notice to the GRANTEE upon GRANTEE'S failure to comply with the provisions of this Agreement. It is also understood and agreed, however, that should the COUNTY determine that GRANTEE'S failure to perform relates to only part of the activities GRANTEE has proposed to implement, the COUNTY, in its sole discretion, may elect to terminate only that part of the Agreement which shall in no way void or invalidate the rest of this Agreement. In the event of termination of all or part of this Agreement, COUNTY shall pay to GRANTEE all allowable budgeted costs actually incurred by GRANTEE prior to the effective date of such termination less payments paid by COUNTY for such activities.

If this Agreement is terminated, GRANTEE shall within five (5) days of receipt of notice of termination from COUNTY, notify all other parties who are subcontractors/subgrantees of the GRANTEE of such termination.

10. PAYMENT

Payment shall be made upon the filing with the COUNTY, by GRANTEE, of a completed and signed Grant Agreement Form, and all supporting documentation required per this form. GRANTEE agrees to file with the COUNTY proof of expenses rendered no later than June 1, 2008. GRANTEE warrants that it has a valid Taxpayer Identification Number and has registered to do business with the COUNTY. GRANTEES may register by visiting the following website: <http://camisvr.co.la.ca.us/webven>

11. **FAIR LABOR**

GRANTEE agrees to indemnify, defend, and hold harmless the COUNTY, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law violation including, but not limited to, Federal Fair Labor Standards Act for services performed by the GRANTEE'S employees for which the COUNTY may be found jointly or solely liable.

12. **CITIZENSHIP**

GRANTEE warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet citizenship or alien status requirements contained in Federal statutes and regulations. GRANTEE shall indemnify, defend and hold harmless, the COUNTY, its officers and employees from employer sanctions and any other liability which may be assessed against the GRANTEE or COUNTY, or both, in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Agreement.

13. **COUNTY LOBBYISTS**

GRANTEE and each COUNTY lobbyist or COUNTY lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by GRANTEE, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code chapter 2.160. Failure on the part of GRANTEE or any COUNTY lobbyist or COUNTY lobbying firm retained by GRANTEE to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this Agreement upon which COUNTY may immediately terminate or suspend this Agreement.

14. **RECYCLED BOND PAPER**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, GRANTEE agrees to use recycled-content paper to the maximum extent possible when executing quality improvement activities.

15. **NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

GRANTEE is encouraged to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

16. **CONSIDERATION OF GAIN PROGRAM PARTICIPANTS FOR EMPLOYMENT**

Should GRANTEE require additional or replacement personnel after the effective date of this Agreement, GRANTEE shall give consideration for any such employment openings to participants in the COUNTY'S Department of Public Social Services' Greater Avenues for Independence (GAIN) Program who meet the GRANTEE'S minimum qualifications for the open position. The COUNTY will refer GAIN participants by job category to the GRANTEE.

17. **TERMINATION FOR DEFAULT**

Activities performed under this Agreement may be terminated immediately in whole or in part by COUNTY by providing to GRANTEE a written Notice of Default if 1) GRANTEE fails to perform the quality improvement activities within the time specified in this Agreement or any extensions approved by COUNTY, 2) GRANTEE fails to perform any other covenant or conditions of this Agreement, or 3) GRANTEE fails to make progress so as to endanger its performance under this Agreement.

In its sole discretion, COUNTY may include in the Notice of Default a period of time for GRANTEE to cure the Default(s).

18. **TERMINATION FOR CONVENIENCE**

This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the COUNTY, in its sole discretion, to be in its best interest. Termination of activities hereunder shall be effected by notice of termination to the GRANTEE specifying the extent to which performance of activities is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

19. **NOTICES**

Notices shall be sent to the GRANTEE addressed as follows:

Organization Name

(Center or Family Child Care Name)

(Contact Person Name)

(Title)

Address

(Street)

(City)

(Zip Code)

Completed Agreement Forms, Notices and Receipts shall be sent to the COUNTY as follows:

County of Los Angeles
Chief Executive Office
Service Integration Branch/Office of Child Care
Steps to Excellence Project
Attention: Helen E. Chavez
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

20. **TERMINATION FOR IMPROPER CONSIDERATION**

COUNTY may, by written notice to GRANTEE, immediately terminate the right of GRANTEE to proceed under this Agreement if it is found that consideration, in any form, was offered or given by GRANTEE, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to the GRANTEE's performance pursuant to the Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against GRANTEE as it could pursue in the event of default by the GRANTEE. GRANTEE shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

21. **COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

The GRANTEE acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from the COUNTY through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

As required by the COUNTY'S Child Support Compliance Program (County Code Chapter 2.200) and without limiting the GRANTEE'S duty under this Agreement to comply with all applicable provisions of law, the GRANTEE warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

Failure of the GRANTEE to maintain compliance with the requirements set forth in this section shall constitute default under this Agreement.

22. **SAFELY SURRENDERED BABY LAW**

The GRANTEE acknowledges that the COUNTY places a high priority on the implementation of the Safely Surrendered Baby Law. The GRANTEE understands that it is the COUNTY'S policy to encourage all County grantees and contractors to voluntarily post the COUNTY'S "Safely Surrendered Baby Law" poster in a prominent position at the GRANTEE'S place of business. The GRANTEE shall also encourage its subcontractors/subgrantees, if any, to post this poster in a prominent position in the subcontractor's/subgrantee's place of business. The COUNTY'S Department of Children and Family Services will supply the GRANTEE with the poster to be used upon request. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

The GRANTEE is encouraged to notify and provide to its employees a fact sheet regarding the Safely Surrendered Baby Law, its

implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

23. NONDISCRIMINATION AND AFFIRMATIVE ACTION

The GRANTEE certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical handicap, medical condition, mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

The GRANTEE shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical handicap, medical condition, mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The GRANTEE certifies and agrees that it will deal with its subcontractors, subgrantees, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical handicap, medical condition, mental disability, marital status, or political affiliation.

The GRANTEE shall allow COUNTY representatives access to the GRANTEE'S employment records during regular business hours to verify compliance with the provisions of this section when so requested by the COUNTY.

If the COUNTY finds that any provisions of this section have been violated, such violation shall constitute a material breach of this Agreement upon which the COUNTY may terminate or suspend this Agreement. While the COUNTY reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the GRANTEE has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the COUNTY that the GRANTEE has violated the anti-discrimination provisions of this Agreement.

Any subcontracts/subgrants awarded by GRANTEE shall contain this provision.

24. AMENDMENTS

No variation, modification, change, or amendment of this Agreement shall be binding upon any party unless such variation, modification, change, or amendment is in writing and duly authorized and executed by all parties. This Agreement shall not be amended or modified by oral agreements or understandings among the parties or by any acts or conduct of the parties.

25. COMPLIANCE WITH APPLICABLE LAWS

The GRANTEE shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, including but not limited to 45 C.F.R. Parts 92, 98 and 99, the Child Care and Development Block Grant Act of 1990, Public Law 104-193, and any OMB Circulars, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference. The GRANTEE shall also indemnify and hold harmless the COUNTY from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the GRANTEE or its employees, agents, or subcontractors/subgrantees of any such laws, rules, regulations, ordinances, or directives.

26. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The GRANTEE agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

27. VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

28. WAIVER

No waiver by the parties of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the parties to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

29. MATERIALS DEVELOPED WITH GRANT FUNDS

If the GRANTEE receives income from materials developed with grant funds, the use of the income shall be restricted to the child development program. If the materials were developed in part with grant funds, the income from the sale of the materials that shall be used in the child development program shall be computed in direct proportion to the share of grant funds used in development of the materials.

Materials developed with grant funds shall contain an acknowledgement of the use of State (general) or Federal funds in the development of the materials and a disclaimer that the contents do not necessarily reflect the position or policy of the California Department of Education.

30. DISALLOWED COSTS

GRANTEE shall provide COUNTY with appropriate documentation to demonstrate how all funds received by GRANTEE pursuant to this Agreement have been spent. If GRANTEE is unable to demonstrate that any amount received from the COUNTY was spent in furtherance of satisfying the Improvement Activities identified in the attached STEP Quality Improvement Plan, that amount shall be returned by GRANTEE to the COUNTY. By signing this agreement, GRANTEE specifically acknowledges that the COUNTY has an enforceable right to seek the return of all such moneys through any legal remedies available to it.

31. COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, and incorporated by reference into and made a part of this Agreement. A copy of the County's Jury Service Program ordinance may be obtained by contacting the County Project Specialist.

B. Written Employee Jury Service Policy.

1. Unless the GRANTEE has demonstrated to the County's satisfaction either that the GRANTEE is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the GRANTEE qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the GRANTEE shall have and adhere to a written policy that provides that its Employees shall receive from the GRANTEE, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the GRANTEE or that the GRANTEE deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this sub-paragraph, "GRANTEE" means a person, partnership, corporation or other entity which has a contract/grant with the County or a subcontract/subgrant with a County GRANTEE and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts/grants or subcontracts/subgrants. "Employee" means any California resident who is a full-time employee of the GRANTEE. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser

number is a recognized industry standard as determined by the County, or 2) GRANTEE has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the GRANTEE uses any Subcontractor/Subgrantee to perform services for the County under the Agreement, the Subcontractor/Subgrantee shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract/subgrant agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the GRANTEE is not required to comply with the Jury Service Program when the Agreement commences, the GRANTEE shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the GRANTEE shall immediately notify the County if the GRANTEE at any time either comes within the Jury Service Program's definition of "GRANTEE" or if the GRANTEE no longer qualifies for an exception to the Jury Service Program. In either event, the GRANTEE shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the GRANTEE demonstrate to the County's satisfaction that the GRANTEE either continues to remain outside of the Jury Service Program's definition of "GRANTEE" and/or that the GRANTEE continues to qualify for an exception to the Program.
4. GRANTEE'S violation of this sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the GRANTEE from the award of future County contracts/grants for a period of time consistent with the seriousness of the breach.

32. CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor/GRANTEE

A responsible Contractor/GRANTEE is a Contractor/GRANTEE who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the agreement. It is the County's policy to conduct business only with responsible Contractors/GRANTEES.

B. Chapter 2.202 of the County Code

The GRANTEE is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the GRANTEE on this or other agreements which indicates that the GRANTEE is not responsible, the County may, in addition to other remedies provided in the Agreement, debar the GRANTEE from bidding or proposing on, or being awarded, and/or performing work on County agreements for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Agreements the GRANTEE may have with the County.

C. Non-responsible Contractor/GRANTEE

The County may debar a GRANTEE if the Board of Supervisors finds, in its discretion, that the GRANTEE has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the GRANTEE'S quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that the GRANTEE may be subject to debarment, the Department will notify the GRANTEE in writing of the evidence which is the basis for the proposed debarment and will advise the GRANTEE of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The GRANTEE and/or the GRANTEE'S representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the GRANTEE should be debarred, and, if so, the appropriate length of time of the debarment. The GRANTEE and the Chief Executive Office shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a GRANTEE has been debarred for a period longer than five (5) years, that GRANTEE may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the GRANTEE has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the GRANTEE has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

E. Subcontractor/Subgrantee of Grantee

These terms shall also apply to Subcontractors/Subgrantees of County GRANTEE.

33. GRANTEE'S CHARITABLE ACTIVITIES COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring GRANTEES to complete the Charitable Contributions Certification, Attachment IV, the County seeks to ensure that all County contractors/grantees which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A GRANTEE which receives or raises charitable contributions without complying with

its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

34. NOTIFICATION OF MERGERS AND ACQUISITIONS

Shareholders, partners, members, or other equity holders of GRANTEE may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of GRANTEE to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County.

35. COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the GRANTEE'S performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the GRANTEE'S compliance with all Agreement terms and conditions and performance standards. GRANTEE deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the GRANTEE. If improvement does not occur consistent with the corrective action measures, the Count may terminate this Agreement or impose other penalties as specified in this Agreement.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)